Framework for Developing a Plan for Enhancing Staff Digital Competency

Support Document for ETB Schools

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etbi
Education and Training Boards Ireland
Bord Oideachais agus Oiliúna Éireann

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Introduction

Digital Competence is defined as the set of skills, knowledge and attitudes that enable the confident, creative and critical use of digital technologies to enhance teaching, learning and assessment.
(Digital Learning Framework for Post-Primary Schools)

This framework for developing a Plan for Enhancing Staff Digital Competency has been compiled as a resource pack to support ETB schools and colleges and should form ***part of*** the overall Digital Learning Plan for the school.

It specifically aims to support school leaders in identifying the digital hardware and skills requirements of teachers in pursuance of the implementation of a responsive Digital Teaching, Learning and Assessment Strategy, as required by the *Digital Strategy for Schools 2015 - 2020*

https://www.education.ie/en/Publications/Policy-Reports/Digital-Strategy-forSchools-2015-2020.pdf

The process, outlined in this resource, has been designed in a way that facilitates the voice of school management, teachers and students in influencing the development of a meaningful framework of support for teachers in the development of their digital teaching skills.

This framework document is designed to align with the School Self Evaluation Process.

School Self Evaluation Process		Digital Competency Framework
	Identify Focus	**Stage 1 & 2:** Initial communication with staff and pre-planning
	Gather evidence	**Stage 3:** Data gathering
	Analyse and make judgements	**Stage 4:** Action planning
	Write and share report and improvement plan	
	Put improvement plan into action	**Stage 5:** Implementation
	Monitor actions and evaluate impact	**Stage 6:** Review and evaluation

This framework document was developed in response to feedback from our schools in relation to digital learning and their experiences of teaching and learning through COVID 19.

We hope that it will be of assistance

Gean, Valerie & Joan

	STAGE	ACTION	SUPPORT
	Stage 1	**Initial communication with staff**	
1.1	**Initial communication with Staff**	To outline Proposal to review/develop a 'Framework for Developing a Plan to Enhance staff Digital Competency • as part of the school's Digital Learning Plan • Establish/re-establish Digital Learning Team	
	Stage 2	**Pre-Planning**	
2.1	**Digital Learning Team**	Convene a meeting of the Digital Learning team with the purpose of identification of plan of action, implementation plan and review process.	**Appendix 1** Role and functions of DLT
2.2	**Presentation to Staff**	Presentation to staff to outline the proposal for Action, Implementation and Review plan.	**Appendix 4** Presentation to Management & Staff - Guidance
	Stage 3	**Data Gathering**	
3.1	**Review existing Digital Competency Framework**	Digital Competency Framework reviewed by DLT	
3.2	**Staff Digital Teaching Skills Audit**	Survey to be distributed to all staff Purpose: • Identify hardware requirements and provide/source the appropriate hardware as required and within the limits of the budget available. • Identify level of competency in use of IT teaching tools with a view to identifying internal supports available and/or external supports required for the professional development of staff.	**Appendix 2** Digital Skills Competency Audit (Individual Staff)
3.3	**Student Focus Group**	Conduct student focus groups with students from 2nd-6th Years. Purpose: • Identify the digital tools used in Teaching & Learning during school closures that positively impacted on student learning. • Identify modes of communication that proved useful and efficient during school closures • Identify digital tools used by teachers to assess and provide feedback to students in an effective manner.	**Appendix 5** Student Focus Group – Prompt Questions

	3.4	**Subject Dept Workshops**	Reflect on practice from March to June 2020 – Feedback returned to DLT Purpose: • Identify the digital teaching skills of the subject department. • Identify up to 3 digital teaching skills for development across the department. • Identify digital teaching skills that they could share with other departments.	**Appendix 3** Digital Skills Competency Audit (Subject Department)
	3.5	**Collation of Data (Audit/focus groups)**	DLT collate data of staff audit and student focus groups and prepare a report for Staff	Issue report via email/at staff meeting or other agreed mode of communication
		Stage 4	**Action Planning**	
	4.1	**Identify digital learning opportunities**	Identify digital learning opportunities which could include some or all of the following: • self-directed learning • inter-departmental upskilling • at whole-school level • Identify external agencies to provide learning opportunities at school level	**Appendix 6** External Resources
	4.2	**Professional Learning Opportunities**	Develop a proposed schedule of Professional Learning to be agreed by • Senior Management Team • Staff	
	4.3	**Evaluation process**	Develop a plan for data gathering for the purpose of evaluation to be agreed by • Senior Management Team • Staff	
		Stage 5	**Implementation**	
	5.1	**Implementation**	• Implement plan • Gather data for evaluation	
		Stage 6	**Review and Evaluation**	
	6.1	**Review**	The DLT conducts an end of year review to inform the plan for the following academic year	

Role and functions of Digital Learning Team	
Role	*To support Senior Management Team in devising and implementing an effective strategic plan to meet the digital needs of staff, and in turn students, to effectively progress the continuity of Teaching & Learning in the event of a Blended Learning scenario or Remote Teaching and Learning scenario.*
Functions	• **To conduct focus groups with students to gather data on teaching & learning during school closures 2020**
	• **To collate and analyse data from student focus groups**
	• **To collate and analyse data from Staff Digital Skills Audit**
	• **To present data and findings to staff at initial staff meeting**
	• **To facilitate interdepartmental workshops and gather feedback**
	• **To facilitate staff review of Digital Learning Plan**
	• **To redraft/update Digital Learning Plan based on findings from research and staff consultation**
	• **To devise a schedule of internal and external professional learning to meet the digital needs of staff**
	• **To evaluate progress made by staff and further implement more opportunities for professional learning for staff if needed.**

Appendix 2 - Digital Skills Competency Audit – Staff

Please tick the box most appropriate to your level

Guide ***1= Yes/Very competent*** ***5=No/Not competent***

In the final column, tick the skills you would be comfortable demonstrating to other staff

Access to digital devices				**Yes**	**No**	**DEMO**
I own my own device (tablet, laptop, other)						
I have access to a school device that I can use at home						
I can print at home						
I can record videos at home						
I can scan material at home						
Access to Broadband/Wi-Fi	**1**	**2**	**3**	**4**	**5**	
I have access to good quality broadband/Wi-Fi at home						
I was able to connect with students during COVID						
Digital Skills	**1**	**2**	**3**	**4**	**5**	
I can send and receive emails						
I can add an attachment to an email						
I can use a virtual learning platform (e.g. Schoology, Edmodo, MS Teams etc.)						
I can set up an online classroom for my students						
I can use an online classroom for my students						
I can share links with my students						
I can run an online class						
I can record an online class						
I can pre-record a class for my students						
I can prepare presentations for sharing with my students						
I can add a voice-over to my presentations						
I can record and edit audio clips						
I can create and use a blog						
I can create digital portfolios						
I can create online assignments/assessments						

Experience of Remote Teaching and Learning March-June 2020	
DEPARTMENT:	**Coordinator:**
Modes of Communication used to connect with students	
Platforms used for uploading resources/assignments	
Top five aspects of Teaching & Learning during school closures that were successful	
Three professional learning opportunities on aspects of remote teaching that our department would like to receive	
Digital skills our department would like to share with other departments	
Any other points	

Digital Competency Framework Where we are – Where we need to be – How we will get there	
	Purpose of Digital Learning Plan • Digital Learning Framework for Post Primary Schools • Looking at Our School 2016 – A Quality Framework for Post Primary Schools.
	Findings from Staff Digital Skills Audit • Positives • Areas for further development
	Findings from Student Focus Groups • Positives • Areas for further development

	Strategy Plan
	• Work within subject departments to ascertain needs of the group
	• Work with other subject departments to share/learn new practices
	• Staff consultation - Review existing Digital Learning Plan
	• Redraft/Update existing Digital Learning Plan
	• Programme of Professional Learning Opportunities
	  ○ In-house opportunities
	  ○ External opportunities

	Evaluation • Review Progress • Put measures in place for further development

Students views on Digital Learning during COVID 19	
Communication	• How did teachers communicate with you during COVID? • What method(s) did you find most effective? Why? • How did the School communicate general messages? • What method(s) did you find most effective? Why? • How would you like to be communicated with in the future?
Teaching & Learning	• What digital tools did you find most helpful for your learning? • Did you experience learning from live classes? Did you find these helpful? Why? • Did you engage in group work online? How? • How were resources shared with you by your teachers? What is your preferred method? • What digital tools would you like your teachers to use to help your learning?
Assessment & Reporting	• How did you receive feedback from your teachers? • How often did you receive feedback from your teachers? • Is there anything else your teachers could do to help you to learn from feedback? • What kind of tasks/assessments were set for you during COVID? • What kind of tasks/assessments would you benefit from in the future?

PDST – Technology in Education
Promoting and Supporting the integration of ICT in Education
https://www.pdsttechnologyineducation.ie/en/

Data Protection in Schools
The website offers sector specific guidance to assist schools in the area of data protection legislation and provides examples, model polices, codes of practice and useful links to other resources.
http://www.dataprotectionschools.ie/en/

PDST Digital Technologies
This page of curated content supports schools and teachers engaged in distance learning in order to provide continuity to pupils/students.
https://www.pdst.ie/DistanceLearning/DigTech

DL Planning
This website provides a range of resources including a dedicated video channel and an interactive version of the Digital Learning Framework.
https://www.dlplanning.ie/

Developing a Digital Learning Plan for your School (online course)
This course will help you to use the Digital Learning Framework to improve digital learning in your school, regardless of your stage on this journey.
https://www.pdsttechnologyineducation.ie/en/Training/Courses/Developing-a-Digital-Learning-Plan-for-your-School.html

Digital Learning Framework for Post Primary Schools
The Digital Learning Framework supports the Digital Strategy for Schools and other Department policies in a number of key areas including curriculum reform and implementation, skills development, teacher education and learner outcomes.
https://www.pdsttechnologyineducation.ie/en/Planning/Digital-Learning-Framework-and-Planning-Resources-Post-Primary/Digital-Learning-Framework-for-Post-Primary-Schools.pdf

Digital Learning Planning Guidelines
The Digital Learning Planning Guidelines (DL Planning Guidelines) provide guidance on how the DL Framework can support the creation of a Digital Learning Plan (DL Plan) for each school.
https://www.pdsttechnologyineducation.ie/en/Planning/Digital-Learning-Planning-Guidelines.pdf

Digital Learning Planning Template
https://www.pdsttechnologyineducation.ie/en/Planning/Digital-Learning-Framework-and-Planning-Resources-Post-Primary/

Scoilnet.ie – Tools for Teachers
Online resources to support subject learning.
https://www.scoilnet.ie/scoilnet/tools-for-teachers/

Webwise
Provides advice and resources for parents and teachers on internet safety
https://www.webwise.ie/

**This list is not exhaustive*

APPENDIX 7 – PLAN TEMPLATE (Adapted from the PDST Digital Learning Planning

Our Plan for Enhancing Staff Digital Competency 2020/21

As part of [School name] Digital Learning Plan

Introduction:

Digital Competence is defined *as the set of skills, knowledge and attitudes that enable the confident, creative and critical use of digital technologies to enhance teaching, learning and assessment*. (*Digital Learning Framework for Post-Primary Schools)*

The dimensions and domains from the Digital Learning Framework being selected:

Post-Primary – teaching and learning.

DOMAIN 3: TEACHERS' INDIVIDUAL PRACTICE STANDARDS STATEMENT

DOMAIN 4: TEACHERS' COLLECTIVE/COLLABORATIVE PRACTICE

Post-Primary – leadership and management

DOMAIN 1: LEADING LEARNING AND TEACHING

Digital Learning Team:

Chair:	
Recorder:	

1. **The focus of this Digital Competency Plan**
   - Identify the digital skills strengths/needs of staff
   - Identify digital learning opportunities,
   - Develop a proposed schedule of Professional Learning
   - Develop an evaluation plan

The standards and statements from the Digital Learning Framework being selected (Refer to Pages 5 – 11 of *Digital Learning Framework for Post-Primary Schools See Appendix 6*)

Teaching & Learning	**DOMAIN 3: TEACHERS' INDIVIDUAL PRACTICE STANDARDS STATEMENT**
Standard	**Statement(s)**
	DOMAIN 4: TEACHERS' COLLECTIVE/COLLABORATIVE PRACTICE
Standard	**Statement(s)**

Leadership & Management	**DOMAIN 1: LEADING LEARNING AND TEACHING**
Standard	**Statement(s)**

2. Data Gathering:

Plan for conducting audit:

	Lead:	When?	How?
Individual Staff Audit			
Student Focus Group			
Subject Department Workshop			
Data analysis			
Report to Management and Staff*			

*A template, offering guidance on the content of the report is included in **Appendix 4** of the Framework

These are a summary of our general staff digital competency strengths *(Informed by the data gathered through staff survey, student focus groups and subject department workshops)*
•
•
•
•

These are a summary of our general staff digital competency needs *(Informed by the data gathered through staff survey, student focus groups and subject department workshops)*
•
•
•
•

3. Action & Implementation Planning:

We are going to focus on how to improve our digital competency needs by:

The development of teacher skills, knowledge and attitudes that enable the confident, creative and critical use of digital technologies to enhance teaching, learning and assessment by:

a. Identifying digital learning opportunities for staff
b. Developing and implementing a schedule for Professional Learning

A range of opportunities will be explored and included in the proposed schedule, which could include some or all of the following:

- Self-directed learning
- Inter-departmental upskilling
- At whole-school level
- Identify external agencies to provide learning opportunities at school level

Our Plan to enhance Staff Digital Competency 2020/21

On the next page we have recorded:

- The **targets** for improvement we have set
- The **actions** we will implement to achieve these
- **Who is responsible** for implementing, monitoring and reviewing our improvement plan
- How we will measure **progress** and check **outcomes** (criteria for success)

Our Plan to enhance Staff Digital Competency 2020/21

Focus - What?	Success Criteria:	Target Audience (Whole staff, Subject Departments, Individual staff members etc)	When?	Where?	Facilitator?	Evaluation method(s)?

Notice for Staff - Schedule of Learning Events - School Year 2020/2021

Day/Month/Year:	Event:

4. Evaluation Plan

What?	How?	When?

Report - Evaluation Findings

This tool can be used to assist the planning for the school year 2021/22.

Finding:	Proposed Action:

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